



DIVISION OF HEALTH AND MEDICAL SERVICES

Community Health Services
Disease Prevention
Family Health
Health Promotion
State Epidemiologist

Dear Retailer:

Please find enclosed the following materials for use in applying for South Dakota WIC retailer authorization..

*Application Form	*WIC Foods Price List
*Food Shopping Guide	*WIC Retailer Management Handbook

You cannot accept WIC checks until you have been contracted with the South Dakota WIC Program or have received written notification that your application has been approved. To be a WIC retailer, you must abide by specific Program requirements as indicated in the WIC Retailer Management Handbook and WIC Retailer Agreement.

Once it is determined that you met the requirements of the WIC Program, I will determine if there is a need for a WIC retailer in your community. The Program reserves the right to limit the number of retailers per WIC clinic service area based on the needs of the participants and the State Agency's resources to train and monitor the retailers.

To complete the application process, please:

1. Read the enclosed WIC Retailer Management Handbook to determine your store's ability to comply with the WIC Program regulations.
2. Review the enclosed Food Shopping Guide to identify the authorized WIC foods and determine your store's ability to stock them. Minimum stocking requirements are indicated on page 10 of the WIC Retailer Management Handbook.
3. Review the retailer Selection Criteria, pages 5-7 of the WIC Retailer Management Handbook, to identify if all requirements can be met by your store.
4. **Complete the Application Form in it entirety and WIC Foods Price List.** All areas must be completed in order to be processed. Complete the Price Sheet by listing the current regular price charged for that item. If you do not carry the item, do not write a price down for it.
5. Mail your completed Application Form and Price List to:

Renee Osterkamp, Retail Coordinator
WIC Program – Hayes Building
600 E Capitol Ave
Pierre, SD 57501

Thank you for your interest in the South Dakota WIC Program. Should you have any questions, please feel free to contact me at (605) 773-4792.

Sincerely,

Dawn Boyle, MIS/Retailer Specialist
WIC Program